higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 2

7 November 2022

This marking guideline consists of 17 pages.

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MARKING INSTRUCTIONS

1. All guidelines given in the subject and assessment guides and or circulars received from the department are applicable.

2. The total of the question paper is 300 marks.

3. QUESTION 1: The attached mark schedule on page 3 must be used for the marking of all accuracy errors. This question is marked with RED PEN only.

4. 2 marks will be deducted per accuracy error and 1 mark per display error for QUESTIONS 1–7.

5. Marks are allocated for correct answers as indicated in QUESTION 1 – no marks are deducted for grammar or spelling in QUESTION 1 only.

6. Errors made repeatedly are to be penalised ONCE ONLY per question.

7. Mark as follows:

   7.1 Accuracy with a red /

   7.2 Display errors with a blue X

   7.3 Encircle repetitive errors: accuracy in red, display in blue. These encircled errors are not penalised.

8. Accuracy errors include:

   8.1 Omissions and/or additions: one error for the first 5 strokes and thereafter one error for every following 10 strokes.

   8.2 NOTE: When a whole paragraph is keyed in where a “del” instruction was given – ONLY ONE display error (blue).

   8.3 In QUESTION 1, the speed reached is endorsed on the ANSWER SHEET as follows:

No. of errors	**5**
Mark achieved	**13**
WPM achieved	**25 wpm**

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QUESTION 1: TIMED ACCURACY TEST **20 MARKS**

MARK SCHEDULE FOR SPEED AND ACCURACY

The following schedule is used to allocate marks for the TIMED ACCURACY TEST.

MARGIN OF ERRORS	**5%**	**5%**	**5%**
Words per minute	**25**	**30**	**35**
MAXIMUM ERRORS PERMITTED	**6**	**7**	**8**
MARKS PER ERROR DEDUCTED	**1.5**	**1.2**	**1**
POSSIBLE MARKS	**20**		
NUMBER OF ERRORS/MARKS DEDUCTED			
0	20	20	20
1	19	19	19
2	17	18	18
3	16	16	17
4	14	15	16
5	13	14	15
6	11	13	14
7 Passed 25 wpm	**10**	12	13
8 Passed 30 wpm	8	**10**	12
9	7	9	11
10 Passed 35 wpm	5	8	**10**
11	4	7	9
12	2	5	8
13	1	4	7
14		2	6
15		1	5
16		0	4
17			3
18			2
19			1
20			0

How to mark the TIMED ACCURACY TEST:

- Repetitive errors are penalised ONCE only per accuracy test
- If words are omitted: the first 5 strokes is counted as one error and thereafter every
- 10 strokes are counted as an additional error
- If a student omits an entire line, sentence or paragraph, and it is keyed in at the end of the TIMED ACCURACY TEST, do NOT penalise.
- One or more incorrect characters in a word = 1 error.
- Omitting to leave a space between words = 1 error.
- Do NOT penalise for incorrect margins or alignment.
- Do NOT penalise for incorrect line spacing.
- Do NOT penalise for incorrect hyphenation.
- Do NOT penalise for incorrect upper case or lower case.
- Do NOT penalise for any display errors.

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Vegetarian diets have reportedly been around since as early as 700 B.C. Several types exist, and individuals may practice them for a variety of reasons. These include health, ethics, environmentalism, and religion. Vegan diets appeared a little more recently, but have been getting a good amount of press. This article takes a look at the similarities and differences of these two diets. It also discusses how they affect your health and the environment. According to the Vegetarian Society, a vegetarian is someone who does not eat any meat, poultry, game, fish, shellfish, or by-products of animal slaughter. Vegetarian diets contain various levels of fruits, vegetables, grains, pulses, nuts, and seeds.

The inclusion of dairy, honey, and eggs depends on the type of diet you follow. The most common types of vegetarians include: vegetarians who avoid all animal flesh, but do consume dairy and egg products, vegetarians who avoid animal flesh and eggs, but do consume dairy products, vegetarians who avoid all animal products except eggs and vegetarians who avoid all animal and animal-derived products. People who do not eat meat or poultry but do consume fish are considered pescatarians, whereas part-time vegetarians are often referred to as flexitarians. Although they're sometimes considered vegetarians, pescatarians and flexitarians do eat animal flesh. So, they do not technically fall under the definition of vegetarianism.

25wpm

In Western countries, the most common motive for people to consider turning vegetarian has to do with health consciousness. Studies on the health effects of vegetarian diets observe mixed effects on mortality. One review found a decreased overall risk of all-cause mortality, cancer (except breast) and cardiovascular disease;...

30wpm

35wpm

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25wpm

```
                                  13          12          11
products. People who do |not eat me|at or poul|try but do
      10          9          8          7          6
|consume fi|sh are con|sidered pe|scatarians|, whereas
      5          4          3          2          1
|part-time v|egetarians| are often| referred |to as
```

[20]

QUESTION 2: COMPUTER CONCEPTS AND FILE MANAGEMENT 40 MARKS

EXAMINATION NUMBER inserted✓ (1)

2.1

2.1.1	C
2.1.2	E
2.1.3	G
2.1.4	A
2.1.5	F
2.1.6	H
2.1.7	D
2.1.8	B

(8 × 1) (8)

2.2
- Ensure the correct sitting posture behind the computer.
- Do relaxation exercises during intervals.
- Ensure computer is positioned at a height which is comfortable (not too high and not too low).
- Adjust desk to an appropriate height - elbow height.
- Ensure sufficient light in the office OR ventilation
- Ensure your neck is relaxed and straight.

(Any 4 × 1) (4)

2.3
- Ensure that the printer has the correct printer cartridge
- Ensure that the cartridge is inserted correctly
- Ensure that the protective strip is removed before a new cartridge is inserted
- Check that the status light on the printer is on
- Check for error messages
- Run printer test page (Any 2 × 1) (4)

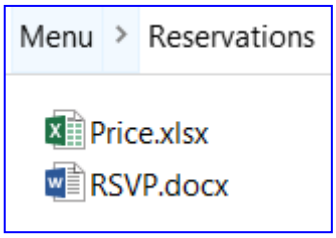
2.4 A file can be described as a collection of data that is stored in a single unit that is identified by a filename.✓✓
A folder can be described as a way to arrange files into groups where multiple files can be stored.✓✓

OR

A file stores data or information in the computer memory in a single unit which can be a data file or a program file and represented with an icon or the program and a filename.
An folder stores different types of files or other folders which are called subfolders and can hold any number of files and folders within folders.

(2 × 2) (4)

2.5



2.5 opened MENU✓

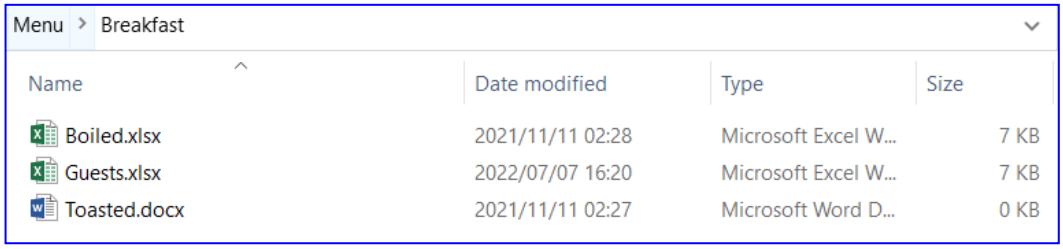
2.5.1 renamed LUNCH → RESERVATIONS✓✓

2.5.2 deleted REGISTER✓✓

2.5.3 created spreadsheet✓ PRICE✓

2.5.4 move RSVP✓ in RESERVATIONS✓ (10)

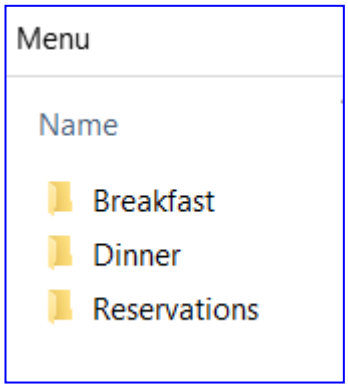
2.5.5 print screen✓



2.5.6 create spreadsheet file✓ GUESTS✓

2.5.7 change VIEW to DETAILS✓✓

2.5.8 print screen✓ (5)



2.5.9 create sub-folder DINNER✓ in MENU✓

2.5.10 print screen✓

(3)

2.5.11 Print QUESTION 2. (1)

[40]

QUESTION 3: CIRCULAR **60 MARKS**

100% (Completed)				75% (¾ done)				50% (½ done)				25% (¼ done)		
A	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**
48	**12**	**60**		**36**	**9**	**45**		**24**	**6**	**30**		**12**	**3**	**15**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as a display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Fit to letterhead Paper size Margins Alignment Header/footer
2	Font Font size
3	Line spacing (including spacing between paragraphs) Letter spacing Tab stop
4	Uppercase Lowercase
5	Bold Italics Underline
6	Stet Transpose
7	Insert text Delete text Insert ‘the’
8	New paragraph Run on Arrange paragraphs
9	Spelling In full
10	Bullets and Numbering Indentation
11	Date format
12	Closure

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VEGANS PTY (LTD)

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MANDINI
4456

Tel: 087 645 9572
Fax: 087 645 0000
Email: info@sibumve.com

ǂ **3 line spacing** **4 uppercase 5 bold 2 font size 16pt**

CIRCULAR 02 OF 2022

ǂ **3 tab stop 0.5"/1.5cm**

To: ALL STAKEHOLDERS

ǂ **3 line spacing**

From: Management

ǂ **3 line spacing** **11 date format**

Date: Today's date in full

ǂ **7 "the" 4 upper case 5 bold 2 14pt 1 centre 9 in full**

THE HISTORY OF VEGANS AND VEGETARIANS

ǂ **8 arrange paragraphs 10 numbering/ indentation**

1. Vegetarianism is first mentioned by the **Greek philosopher** and mathematician, **Pythagoras of Samos**, around 500 BCE.
   4 upper case 7 "the" 9 in full 5 bold

ǂ **8 new paragraph**

2. Veganism is an extreme form of vegetarianism, and although the term w↓as coined in 1944, the concept of flesh ¼ avoidance can be traced back to ancient Indian and eastern Mediterranean societies.**7 "the" 9 in full**
   4 upper case 5 bold **6 stet**

3. The **MEATLESS LIFESTYLE** never really caught on in the West, although it would sometimes pop up during health crazes and religious revivals. **6 transpose 7 delete**

ǂ **8 new paragraph**

4. Tuberculosis had been found in 40% of Britain's ↓ dairy ½ cows the year before, and Watson used this **7 delete** to his advantage claiming that it provided the **9 spelling** vegan lifestyle protected people from tainted food.

ǂ **8 new paragraph 9 in full**

5. The first vegetarian society was formed in 1847 in England. Three years later, Rev. Sylvester Graham, the inventor of Graham crackers, co-founded the ↓ American ¾ Vegetarian Society.

ǂ **8 NP 5 bold** **8 run on** **5 italics**

In November 1944, a British woodworker named *Donald Watson*, announced that because vegetarians ate dairy and eggs,**9 in full** he was going to create a new term called "vegan", to describe people who did not.

ǂ

Thank you for your support.

ǂ

ǂ

ZWAKELE ZWANE **12 closure**

DIRECTOR

ǂ **11 date format**

Today's date in descending order

1 footer

EXAMINATION NUMBER QUESTION 3

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QUESTION 4: PARAGRAPHS **40 MARKS**

100% (Completed)				75% (¾ done)				50% (½ done)				25% (¼ done)		
A	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**
32	**8**	**40**		**24**	**6**	**30**		**16**	**4**	**20**		**8**	**2**	**10**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as display error.

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Paper size Margins Alignment: Left, right, centre, full Header or footer
2	Font Font size
3	Line spacing (including spacing between paragraphs) Letter spacing
4	Uppercase Lowercase Spaced caps
5	Bold Italics Underline
6	Stet Transpose
7	Insert text Delete text Insert ‘the’ In full
8	New paragraph Run on Join words Spelling

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1 LM 1"/2.54cm **1 RM 1"/2.54cm**

BECOMING A VEGETARIAN **4 uppercase** **5 bold** **2 14pt**

ǂ 3 line spacing **8 spelling** **7 insert "the"**

People become vegetarians for many reasons, including health, religious convictions, concerns about animal welfare or the use of antibiotics and hormones in livestock, or a desire to eat in a way that avoids excessive use of environmental resources. **7 in full** **¼**

ǂ 3 line spacing

Some people follow a largely vegetarian diet because they can't afford to eat meat. **8 NP**

ǂ 3 line spacing **6 stet**

Nowadays, plant-based eating is recognized as not only nutritionally sufficient but also as a way to reduce the risk for many chronic illnesses. **6 transpose** **8 run on** **½**

ǂ 3 line spacing **7 insert "the"** **4 uppercase** **5 bold**

According to the American Dietetic Association, "**appropriately planned vegetarian diets**", including total vegetarian or vegan diets, are nutritionally adequate. *Appropriately planned* **5 ital ¾** is the operative term, unless you follow recommended **8 spelling** guidelines on nutrition. It's also vital to replace saturated and trans fats with good fats, such as those found in nuts, olive oil and canola oil. **3 single line spacing**

EXAMINATION NUMBER QUESTION 4 **1 footer**

[40]

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QUESTION 5: WORD PROCESSING 70 MARKS

100% (Completed)		
A	**D**	**T**
16	**54**	**70**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of new inserted text • Maximum of 8 errors

5.4.3 page number✓ top right✓ 1

"Practice of abstaining from consuming meat" 5.4.4 header✓Arial 8pt✓bold✓left✓

5.4.1 full justify✓ – entire document✓ 5.4.2 Arial 12pt✓ – entire document✓

BECOMING A VEGETARIAN

5.4.5 heading 18pt✓ centre✓ underline✓

People become vegetarians for many reasons, including health, religious convictions, concerns about animal welfare or the use of antibiotics and hormones in livestock, or a desire to eat in a way that avoids excessive use of environmental resources. 5.4.6 par 1 1.5 line spacing✓ 3pt border✓

5.4.7 par 2 italics✓ centre✓

Some people follow a largely vegetarian diet because they can't afford to eat meat.

5.4.8 par 3 indent left 0.78"/2cm✓ right 0.78"/2cm✓

> Nowadays, plant-based eating is recognized as not only nutritionally sufficient but also as a way to reduce the risk for many chronic illnesses.

According to the American Dietetic Association; 5.4.9 underline✓

5.4.10 new paragraph✓✓ (all new paragraphs must be indicated correctly)

- "**appropriately planned vegetarian diets**, including total vegetarian or vegan diets, are nutritionally adequate.

5.4.10 new paragraph

- **Appropriately planned** is the operative term, unless you follow recommended guidelines on nutrition.

5.4.10 new paragraph

- It's also vital to replace saturated and trans fats, such as those found in nuts, olive oil and canola oil.

5.4.10 new paragraph 5.4.11 bullets✓ indent (aligned ocm and text indent 0.31"/0.8cm)✓

IT IS IMPORTANT TO PRACTICE PORTION CONTROL, READ FOOD LABELS, AND ENGAGE IN REGULAR PHYSICAL ACTIVITIES.

5.4.12 insert new paragraph✓ 5.4.13 uppercase✓bold✓right align✓italics✓16pt✓

5.2 insert page break✓

EXAMINATION NUMBER 5.1 retrieved Q4✓ and changed footer to Q5✓
QUESTION 5

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2

"Practice of abstaining from the consumption of meat"

5.3 copy content from page 1✓ to page 2✓

5.4.14 delete BECOMING VEGETARIANS✓ 5.4.15 insert new text in uppercase✓5.4.16 heading style 1✓

REASONS WHY PEOPLE BECOME VEGETARIANS

***People become vegetarians for many reasons*:**

5.4.17 delete comma✓ insert colon✓ 5.4.18heading style 2✓ underline✓ italics✓5.4.19 insert new paragraphs✓✓

1. including health, **5.4.20 delete text and paragraphs✓ 5.4.21 numbers with 2 letter spaces✓✓**
2. religious convictions,
3. concerns about animal welfare
4. use of antibiotics and hormones in livestock,
5. or a desire to eat in a way that avoids excessive use of environmental resources.

5.4.22 outline text✓ centre✓

Nowadays, plant-based eating is recognized as not only nutritionally sufficient but also as a way to reduce the risk for many chronic illnesses.

Numerous studies have shown that a vegetarian diet is one of the most effective for maintaining health. – scopeblog.standford.edu

5.4.23 insert text✓ right align✓ italics✓

QUESTION 6: SPREADSHEETS 70 MARKS

QUESTION 6A 25 MARKS

100% (Completed)				75% (Completed)				50% (Completed)				25% (Completed)		
A	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**		**A**	**D**	**T**
20	**5**	**25**		**14**	**4**	**18**		**9**	**3**	**12**		**4**	**2**	**6**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of words • Omission of word/s – count out 5/10/10 • If the words omitted appear at the end of the document, mark as a display error

DISPLAY ERRORS: -1 PER ERROR **Mark DISPLAY with BLUE X**	
ERR NO	**GROUPING OF ERRORS**
1	Paper size/orientation Margins Alignment Header left-aligned
2	Font/font size: Arial 12pt/Calibri 12pt
3	Rows (including spacing between paragraphs) Row and column headings typed Letter spacing Column width
4	Uppercase Lowercase
5	Numbers right aligned Numbers format (2 decimals, integers)

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EXAMINATION NUMBER
QUESTION 6A

VEGANS PTY (LTD)
Stock list for July 2022 ←¼

ITEMS	PRICE	UNITS	
BURGERS			
Traditional	73.4	25	
Spicy	61.01	16	←½
Hawaiian	48.5	18	
Chicken	72.4	19	
SAUSAGES			
Traditional	39.2	17	
Tomato	38.4	14	←¾
Cocktail	48.5	18	
Free range	77.5	22	

1 portrait orientation

2 font size: Arial/Calibri 12pt

3 rows, letter spacing, column width

4 upper case/lower case (casing)

5 numbers right aligned, Price-2dec, Units – integer (number format)

(25)

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QUESTION 6B **45 MARKS**

100% (Completed)		
A	**D**	**T**
10	**35**	**45**

ACCURACY ERRORS: **-2 PER ERROR** **Mark ACCURACY with RED /**	• Incorrect spelling of new inserted text • Maximum of 5 errors

EXAMINATION NUMBER
QUESTION 6B

6.7 change header to Q6B✓

VEGANS PTY (LTD)

6.8.1 Britannic Bold 22pt✓
6.8.2 merge & centre✓ columns A-D✓

6.8.3 open row √ (½) **6.8.4 merge & centre✓ columns A-D✓**

Stock list for July 2022 **6.8.5 bold ital✓, 16pt✓**

6.8.3 open rows (x2)√ (½)

6.8.6 insert column✓

ITEMS	PRICE	UNITS	REVENUE
BURGERS			
Traditional	R 73,40	25	R 1 835,00
Spiced	R 61,01	16	R 976,16
Hawaiian	R 48,50	18	R 873,00
Chicken	R 72,40	19	R 1 375,60
TOTAL BURGERS	**6.8.12 (B) ✓**		R 5 059,76
SAUSAGES			
Traditional	R 39,20	17	R 666,40
Tomato	R 38,40	14	R 537,60
Cocktail	R 48,50	18	R 873,00
German	R 77,50	22	R 1 705,00
TOTAL SAUSAGES	**6.8.12 (C) ✓**		R 3 782,00
GRAND TOTAL	**6.8.12 (D)✓**		R 8 841,76

6.8.7 bold, centre, underline, 14pt✓✓
6.8.11 bold, right align✓
6.8.8 add text in uppercase✓
6.8.3 open row √ (½) **6.8.12 (A)✓**
6.8.11 bold, right align✓
6.8.9 currency✓ 2 decimals✓
6.8.10 centre✓ columns B8:D21✓
6.8.8 add text in uppercase✓
6.8.3 open row √ (½)
6.8.8 add text in uppercase✓
6.8.15 row height – A21✓
30.60 (51 pixels)✓ **6.8.12 (A)✓**
6.8.13 copy formula✓
6.8.14 horizontal✓ & vertical✓ borders
6.8.16 appropriate column widths✓
6.8.17 portrait✓ one page✓

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